

Choose or remove columns

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Choose columns and **Remove columns** are operations that help you define what columns your table needs to keep and which ones it needs to remove. This article will showcase how to use the **Choose columns** and **Remove columns** commands by using the following sample table for both operations.

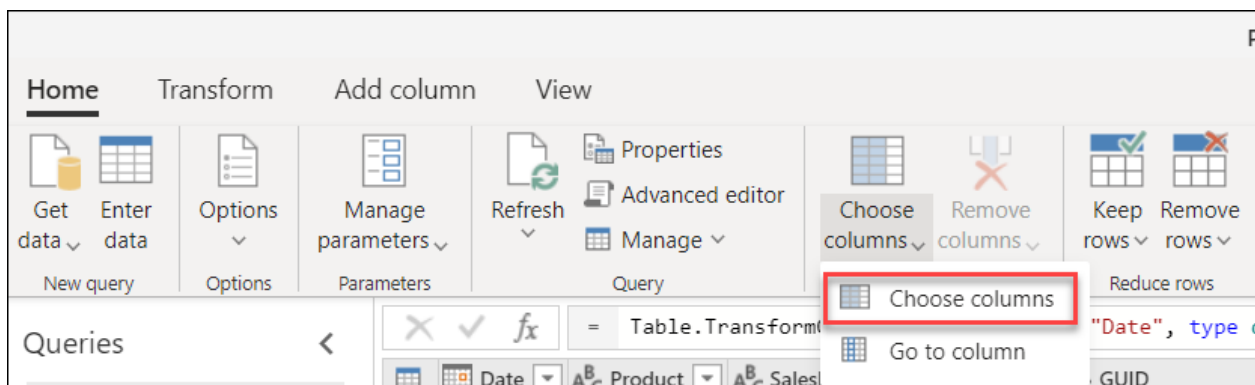
	Date	Product	SalesPerson	Units	GUID	Report created by
1	1/1/2020	Shirt	Jason	20	988f98f6-5016-429c-aeb2-a433d879f723	Miguel
2	1/2/2020	Jeans	Mike	40	7879e75z6-1245-448c-aeb2-a433d879f7...	Miguel
3	1/3/2020	Leggins	Bill	50	1234e56z7-8888-235c-aeb2-a433d879f7...	Miguel

The goal is to create a table that looks like the following image.

	Date	Product	SalesPerson	Units
1	1/1/2020	Shirt	Jason	20
2	1/2/2020	Jeans	Mike	40
3	1/3/2020	Leggins	Bill	50

Choose columns

On the **Home** tab, in the **Manage columns** group, select **Choose columns**.



The **Choose columns** dialog box appears, containing all the available columns in your table. You can select all the fields that you want to keep and remove specific fields by clearing their associated check box. For this example, you want to remove the **GUID** and **Report created by** columns, so you clear the check boxes for those fields.

Choose columns

Choose the columns to keep.

A↓
Z↓

☐ (Select all)
☒ Date
☒ Product
☒ SalesPerson
☒ Units
☐ GUID
☐ Report created by

OK
Cancel

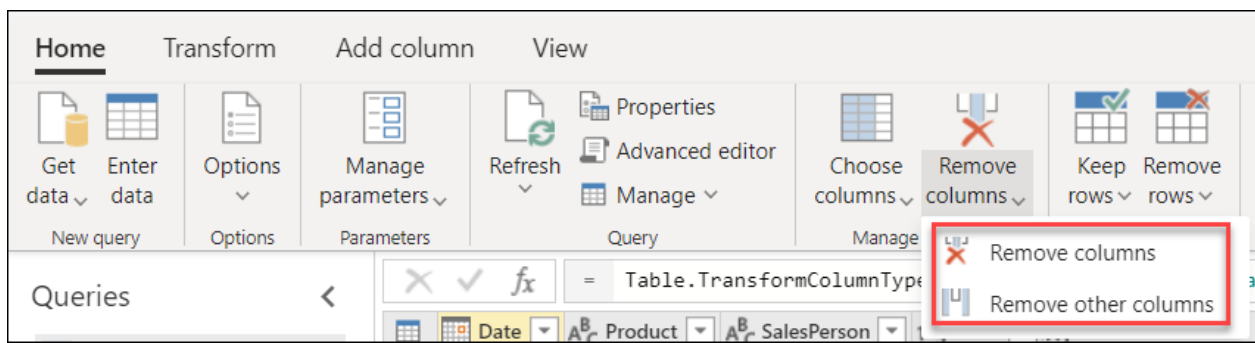
After selecting **OK**, you'll create a table that only contains the **Date**, **Product**, **SalesPerson**, and **Units** columns.

	Date ▾	A ^B _C Product ▾	A ^B _C SalesPerson ▾	1 ² ₃ Units ▾
1	1/1/2020	Shirt	Jason	20
2	1/2/2020	Jeans	Mike	40
3	1/3/2020	Leggins	Bill	50

Remove columns

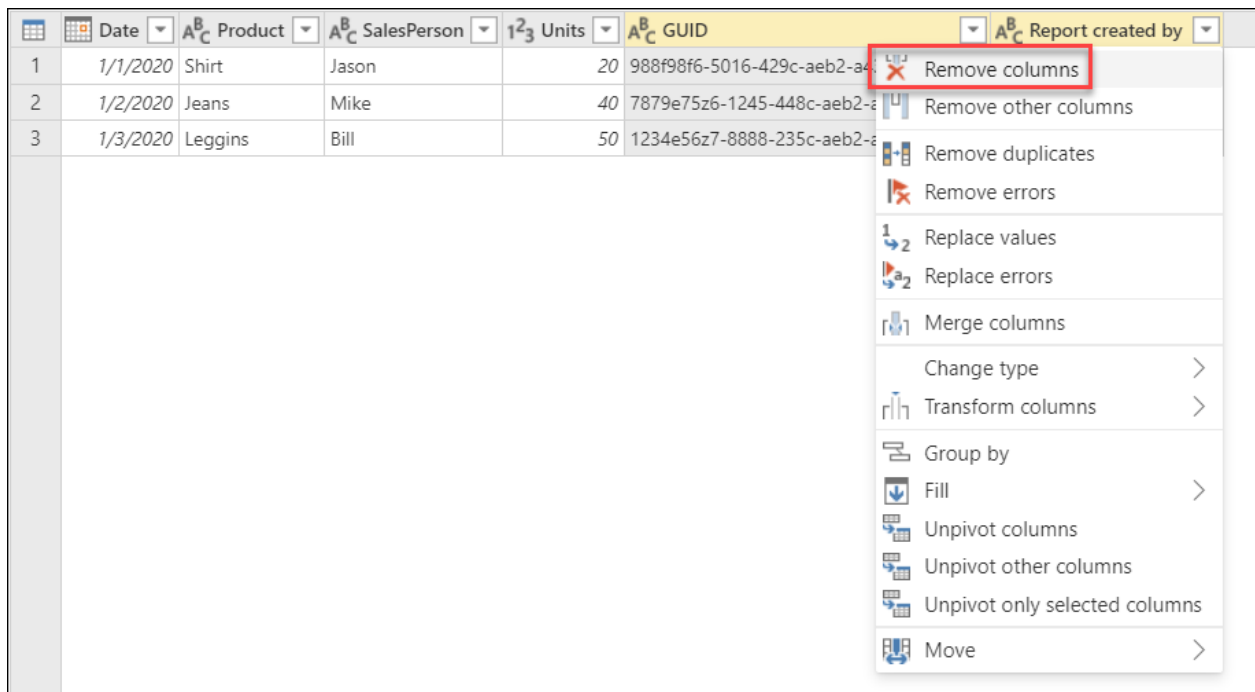
When you select **Remove columns** from the **Home** tab, you have two options:

- **Remove columns:** Removes the selected columns.
- **Remove other columns:** Removes all columns from the table *except* the selected ones.



Remove selected columns

Starting from the sample table, select the **GUID** and the **Report created** columns. Right-click to select any of the column headings. A new shortcut menu appears, where you can select the **Remove columns** command.



After selecting **Remove columns**, you'll create a table that only contains the **Date**, **Product**, **SalesPerson**, and **Units** columns.

	Date	Product	SalesPerson	Units
1	1/1/2020	Shirt	Jason	20
2	1/2/2020	Jeans	Mike	40
3	1/3/2020	Leggins	Bill	50

Remove other columns

Starting from the sample table, select all the columns from the table except **GUID** and **Report created**. On the **Home** tab, select **Remove columns** > **Remove other columns**.

Home Transform Add column View

Get data Enter data Options Manage parameters Refresh Properties Advanced editor Choose columns Remove columns Keep rows Remove rows Sort Split column

New query Options Parameters Query Manage

Queries

Table.TransformColumnTypes(Source, {{"Date", type d}, {"SalesPerso

Date Product SalesPerson Units GUID

1 1/1/2020 Shirt Jason 20 988f98f6-5016-429c-aeb2-a433d879f723 Miguel

2 1/2/2020 Jeans Mike 40 7879e75z6-1245-448c-aeb2-a433d879f7... Miguel

3 1/3/2020 Leggings Bill 50 1234e56z7-8888-235c-aeb2-a433d879f7... Miguel

Remove columns Remove other columns

After selecting **Remove other columns**, you'll create a table that only contains the **Date**, **Product**, **SalesPerson**, and **Units** columns.

	Date	Product	SalesPerson	Units
1	1/1/2020	Shirt	Jason	20
2	1/2/2020	Jeans	Mike	40
3	1/3/2020	Leggings	Bill	50

Practice Assessment for Exam PL-300: Microsoft Power BI Data Analyst

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You have a query named FactSales that retrieves data from a SQL Server table.

You need to update the query to prevent new columns that may be added to the table in the future from getting imported during dataset refreshes.

You select the existing columns in the query.

Which two applied steps can you use in Power Query Editor to achieve the goal? Each correct answer presents a complete solution.

☒ Choose Columns

✓ **This answer is correct.**

☐ Remove Columns

☒ Remove Other Columns

✓ **This answer is correct.**

☐ Transpose

Using the Choose Columns and Remove Other Columns options will allow you to explicitly select the columns that you want to keep. This enforces the requirement that new columns will not be automatically added in the future. Using Remove Columns will delete the existing columns in the table, and new columns that get added in the future will still be imported automatically. Transpose treats rows as columns, and columns as rows. It will not limit the number of columns being imported.

[Shape the initial data - Training | Microsoft Learn](#)

[Choose or remove columns - Power Query | Microsoft Learn](#)